



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND NORTHWEST
2000 WEST MARINE VIEW DR, BLDG 2102
EVERETT, WA 98207-2600

Canc: Jun 2002

NAVRESREDCOMNWNNOTE 5060
N01A
19 Feb 02

NAVRESREDCOM NORTHWEST NOTICE 5060

Subj: CHANGE OF COMMAND

1. Purpose. To identify and assign specific tasks to be completed for the Commander, Naval Reserve Readiness Command Northwest (REDCOM NW) Change of Command/Turnover.
2. Discussion. On 3 May 2002, CAPT John M. Landon II, USNR, will be relieved by RADM Robert O. Passmore, USNR, as Commander, Naval Reserve Readiness Command Northwest and by CAPT Dave Perdue as Deputy Commander, Naval Reserve Readiness Command Northwest.
3. Information. There will be no formal change of ceremony. The change of command will be accomplished via conference call in the REDCOM NW Conference Room the morning of 3 May 2002.
4. Action. In preparation for the change of command REDCOM NW staff will accomplish the following:
 - a. The Chief Staff Officer (N01) will be overall coordinator for the Change of Command/Turnover.
 - b. All Department Heads and Special Assistants will prepare a comprehensive turnover for both the Readiness Commander and Deputy Commander to provide each with a current status of your respective areas of responsibility. Part time staff (PTS) personnel will provide similar briefings no later than the first scheduled drill weekend following the Change of Command (currently scheduled for September 2002).
 - c. The Secretary (N00A) will:
 - (1) Review the command fitness report tickler/tracker and ensure that all detachment of reporting senior officer fitness reports have been completed prior to CAPT Landon's departure.

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(2) Ensure appropriate personal letterhead and paper products stock is available for use by new Commander and Deputy Commander.

(3) Request, coordinate and promulgate a schedule where all REDCOM NW Department Heads, Special Assistance and appropriate personnel have a face to face briefing with outgoing Readiness Commander and incoming Deputy Commander as appropriate.

(4) Ensure all facsimile stamps and electronic signature software for CAPT Landon's signature have been removed and/or destroyed as appropriate.

(5) Schedule courtesy calls for both the newly reporting Deputy Commander and Commander to meet with:

(a) NAVSTA Everett Commanding officer

(b) Navy Region Northwest Commander

d. The Command Master Chief (N00C) will ensure that:

(1) All funds/accounts for command MWR, CPO Mess, and First Class Mess have been audited and appropriately reviewed.

(2) Order plaque and appropriate items for outgoing Readiness Commander.

e. Director of Command Services (N01A) will:

(1) Ensure appropriate stock of Flag Letter of Commendation letterhead and appropriate paper is available.

(2) Complete change of command message and have ready for release on the day of change of command.

(3) Complete change of command letter for the outgoing and incoming Readiness Commander's signature.

(4) In company with Security Manager complete and report, in writing, a classified material inventory.

(5) Order and receive appropriate cards for announcement of change of command. Obtain list of addressees for cards from incoming and outgoing Readiness Commanders.

(6) Submit appropriate input to COMNAVSURFRESFOR to change REDCOM NW information in the Surface Reserve Force Directory.

(7) Revise and provide an updated local telephone directory, recall bill and social roster to all REDCOM NW personnel and NAVSTA EVERETT WA as appropriate.

(8) Complete administrative requirements for incoming Readiness Commander and Deputy Commander's security clearances.

(9) Ensure all applicable portions of the Readiness Commander and Deputy Commander check-in sheets are completed.

f. Director of Reserve Personnel Management Department (N1) will ensure the command obtains a copy of order modification assigning RADM Passmore as the Readiness Commander additional duty.

g. Wardroom Treasurer, LCDR Salonga, will:

(1) Complete an audit/review of Wardroom Mess Fund.

h. The Director of Logistics (N4) will:

(1) Order and procure facsimile signature stamps for new Readiness Commander to be used by appropriate personnel in processing IDTT, AT, ADT, TEMADD, and Reserve Officer orders.

(2) Conduct and complete controlled equipage inventory.

(3) Conduct and complete key inventory.

(4) Turn-in of outgoing Readiness Commanders keys and deletion of security code.

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(5) Issue of keys and security codes to incoming Readiness Commander and Deputy Commander.

(6) Complete new appointments of Certifying Officers/Signature Cards.

(7) Complete appropriate Contracting Warrants for reissue and signature.

i. The AIS Supervisor (N6A) will:

(1) Provide incoming Readiness Commander's electronic signature to N00A and appropriate personnel in Command Services.

(2) Assign/update LAN, GroupWise, and SIPERNET (if operational) accounts for both Readiness Commander and Deputy Commander.

(3) Set up appropriate workstations for the Readiness Commander and deputy Commander.

h. The Comptroller (N8) will:

(1) Provide status of funds for OMN&R and IDTT accounts to incoming Readiness Commander and Deputy Commander.

(2) Transfer GTCC accounts for both Readiness Commander and deputy Commander to the REDCOM NW account.

i. The Public Affairs Assistant (N01P1) will prepare appropriate press releases for news media.



J. D. CROCE
Chief Staff Officer

Distribution: (NAVRESREDCOMNWINST 5216.1K)
List A

Stocked: REDCOM NW (N01A)